

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

C-1154

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Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
COMMUNITY SERVICES

Item No.	Description	Retention
THIS SCHEDULE SUPERSEDES C-1035 Red text indicates changes from previous schedule		
1	GENERAL CORRESPONDENCE Files contain letters, memorandums, informational materials, correspondence/documents of the department and its divisions.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or its divisions. Transfer annually to the MD State Archives.
2	TIME AND ATTENDANCE Files may contain some or all of the following: time sheets, leave requests, leave records, comp time requests/approvals, etc.	Retain for 3 years, then destroy.
3	FULL-TIME EMPLOYEE PERSONNEL RECORDS Files contain evaluations, awards, training, written correspondence, etc.	Retain for 3 years after termination, then destroy.
4	PART-TIME EMPLOYEE PERSONNEL RECORDS Files contain part-time agreements, applications, references, work permits, county, state and federal employment-related forms, evaluations, letters, etc.	Retain for 3 years after termination, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Date 6/13/11

Signature [Signature]

Typed Name: Rebecca B. Bridgett, Ed. D.

Title County Administrator

Schedule Authorized by State Archivist

Date 28 June 2011

Signature [Signature]

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Item No.	Description	Retention
5	<p>FISCAL YEAR BUDGETS</p> <p>Files contain budget expenditures, invoices, purchase orders, check requests, expense tracking, etc.</p> <p><u>AGING DIVISION FILES</u></p>	Retain for 3 years, then destroy.
6	<p>CONFIDENTIAL SENIOR CARE FILES</p> <p>Files include confidential client care information, authorizations, legal documents, etc.</p>	Retain until service is terminated plus 3 years, and until audit requirements have been fulfilled, then destroy.
7	<p>CONFIDENTIAL GUARDIANSHIP FILES</p> <p>Files include confidential client information, case management documentation, letters, legal reports, etc.</p>	Retain until guardianship is terminated plus 3 years, and until audit requirements have been fulfilled, then destroy.
8	<p>GRANT FILES</p> <p>Files contain applications, financial reports, requests for funds, letters, memorandums, management documents, etc.</p>	Retain for the life of the grant plus 3 years, and until audit requirements have been fulfilled, then destroy.
9	<p>CONFIDENTIAL MEDICAL WAIVER FILES</p> <p>Files include confidential client info, case mgmt documentation, privileged medical info, letters, legal documentation, financial data, etc.</p> <p><u>HOUSING AUTHORITY DIVISION FILES</u></p>	Retain until service is terminated, plus 6 yrs, and until audit requirements have been fulfilled, then destroy.
10	<p>MODERATELY PRICED DWELLING UNIT (MPDU) PROGRAM BY DEVELOPMENT</p> <p>Development agreements, correspondence, program documents, applications, client files, etc.</p>	Retain until date specified in the development agreement; obtain Housing Authority Chief approval, then destroy. If no date specified, retain until all audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
	<u>HOUSING AUTHORITY DIVISION, CONT.</u>	
11	GRANTS Administrative files, subrecipient files, contracts, leases, forms, authorizations, applications, agreements, management documentation, etc.	Retain for the life of the grant plus 6 years, and until audit requirements have been fulfilled, then destroy.
12	HOUSING AUTHORITY BOARD OF CHARLES COUNTY, MD Files contain correspondence, reports, workshops, budget files, meeting materials, minutes and reference library.	Permanent; transfer annually to the Maryland State Archives Office.
13	HOUSING CHOICE VOUCHER PROGRAM WAITING LIST Files contain any and all information/applications for admission to the program and associated documentation.	File is on-going. Files related to applicants selected from waiting list become part of Housing Choice Voucher client files; files for ineligible applicants will be purged from list 3 years after determination of ineligibility.
14	HOUSING CHOICE VOUCHER FILES Files contain any and all information for active and formerly active participants.	Retain for 3 years after no longer active, then destroy. Obtain Housing Authority Chief approval before destroying.
15	RENTAL ALLOWANCE PROGRAM (RAP) Files contain any and all information for active and formerly active participants.	Retain for 4 years after no longer active, then destroy. Obtain Housing Authority Chief approval before destroying.
16	LIVABILITY CODE Files contain information related to livability code inspections, inspection forms, letters to owners, etc.	Retain for 3 years after no longer active, then destroy. Obtain Housing Authority Chief approval before destroying.
17	SPECIAL LOANS Files contain current applicants, current participants, closed files.	Retain for 5 years, and until audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
	<u>RECREATION DIVISION FILES</u>	
18	FACILITIES USAGE Files contain permit information/approvals, equipment lists, building repairs and improvements, maintenance requests, reports, building usage, staffing requirements, pool chemical records, facility incidents, equipment maintenance, etc.	Retain for 3 years, then destroy.
19	PROGRAMS Files include general information and correspondence, rosters, planning sheets, staffing information, registration forms, mailing lists, travel information. Guide information, rules, schedules, etc.	<u>For items 19 thru 21</u> Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or its divisions. Transfer annually to the MD State Archives.
20	SPECIAL OLYMPICS Files include general information, correspondence, program records, team rosters, training schedules, staff and volunteer listings, equipment listings, newsletters, games information, athletes' and partners' medical information and releases, etc.	
21	GRANTS Applications, correspondence/approvals from state agencies, reports, financial records, etc. for various recreational program grants.	
22	FINANCIAL RECORDS Files contain cash journals, cash register receipt tape, daily tally sheets, closeout paper work, misc. postings cash receipt, refunds, etc.	Retain for 3 years, then destroy.

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Item No.	Description	Retention
	<u>TRANSPORTATION DIVISION</u>	
23	FISCAL YEAR BUDGETS Files contain budget expenditures, invoices, purchase orders, check requests, expense tracking, etc.	Retain for 3 years, then destroy.
24	CONFIDENTIAL APPLICANT FILES Files include confidential applicant care information, authorizations, legal documents, etc.	Retain until service is terminated plus 3 years, then destroy.
25	GRANT FILES Files contain applications, financial reports, requests for funds, letters, memorandums, management documents, etc.	Retain for the life of the grant plus 3 years, then destroy.
26	PROGRAMS Files include general information related to VanGO services and operations, etc. authorizations, legal documents, etc.	Retain for 3 years, then destroy.

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Item No.	Description	Retention
	<u>LOCAL MANAGEMENT BOARD</u>	
27	FISCAL YEAR BUDGETS Files contain budget expenditures, invoices, purchase orders, check requests, expense tracking, etc.	Retain for 5 years after auditor reconciliation or monitoring is completed by the Children's Cabinet , whichever is later, then destroy.
29	CONFIDENTIAL CLIENT FILES Files include confidential applicant care information, authorizations, legal documents, referrals, etc.	Retain until youth turns 21 plus 6 years, then destroy.
29	PROGRAM GRANT FILES Files contain applications, financial reports, requests for funds, letters, memorandums, management documents, etc.	Retain for the life of the grant plus 3 years or reconciliation / monitoring has been completed , whichever is later, then destroy.